

# Response to appeal application

**For office use only**Case reference  
numberOffice stamp  
(date received)

Use this form to respond to an appeal application to the First-tier Tribunal (Care Standards) in all *Welsh Ministers/ Secretary of State - Department for Education* cases.

Please complete this form in CAPITAL LETTERS or type and either return it by post, email or fax, details at the end of this form.

## A – Respondent's details

Contact name

Address

Telephone number

Mobile number

Fax number

Postcode

Email address

## B – Legal representative's details (All correspondence will be sent to your legal representative)

Solicitor's name

Address

Telephone number

Mobile number

Fax number

Postcode

Email address

## C – Urgent decision (Memorandum of understanding (MOU))

Is the appeal one to which the memorandum of understanding applies?

☐ Yes☐ No

If Yes, what was the date of the Notice of Decision/Order?

## D – Type of hearing

Does the authority consent to the matter being decided on the papers without a hearing?

☐ Yes☐ No

**E – Order under section 166(5)**

Do you want to apply to the Tribunal for an order under section 166(5) of the Education Act 2002 (order that the school be regarded as not registered for the purposes of section 159 of that Act pending the determination of the appeal)?

☐ Yes    ☐ No

If Yes, please state:

- The grounds for the application.
- The nature of the evidence in support of the application and names of witnesses.
- List the working days over the next 30 days when you or any of the witnesses will **not** be available to attend an oral hearing and provide reason why you or the witnesses are not available.
- Please sign and date this section. Please provide any documentary evidence that you wish to rely on in this application.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## **F – Reasons for opposing the appeal**

Say why you oppose the appeal and provide the reasons for your opposition.

*Continue on a separate sheet if necessary.*

**Note:** If you are late in sending your response application you can ask for an extension of time by giving your reasons for the delay.

Please provide copies of any letters or documents in relation to the respondent's case.

## G – Time limits

Time limit for response to appeal applications;

- **Within 20 working days** from the date you receive the appeal application from the Tribunal.  
(We aim to deal with appeals in **30 weeks** from registration date. Please bear this in mind when drafting directions).

**You must send a copy your response and any additional documents to the Applicant or their Representative at the same time you send it to Care Standards.**

**You can submit your response by one of the following:**

Post	Email	Fax
HM Courts & Tribunals Service Care Standards 1st Floor, Darlington Magistrates' Court Parkgate Darlington DL1 1RU	cst@hmcts.gsi.gov.uk	01264 785013

### Care Standards contact details

Telephone: 01325 289350

Email: cst@hmcts.gsi.gov.uk

For further information about appeals to the Tribunal, go to the Care Standards website:  
[www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/care-standards/index.htm](http://www.justice.gov.uk/guidance/courts-and-tribunals/tribunals/care-standards/index.htm)